**Termination Letter for Absconding Employee with Company Property**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

**[City, State, ZIP Code]**

**Dear [Employee's Name],**

**We regret to inform you that your employment with [Company Name] is terminated, effective [Termination Date]. This decision is based on your continued absence from work without explanation or communication, which amounts to "job abandonment."**

**Additionally, you have failed to return the company property assigned to you, which includes [list of items]. We require the immediate return of these items to [Return Address] by [Return Date].**

**Your final paycheck, inclusive of any outstanding benefits, will be processed and sent to your last known address.**

**We expect the prompt return of company property, and any delay or failure to do so may result in legal action to recover the assets.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**